



## *House of Representatives*

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#### **1. Where is the House Communications Office?**

The House Communications Office is located in Room 609, Coverdell Office Building, Atlanta, GA 30334. The phone number is (404) 656-0305.

#### **2. What do we do?**

The House Communications Office provides media credentials and workspace for bona fide journalists who cover the House. The Director of Media Relations for House Communications, under the direction of the Director of Media Services, supervises the Communications staff to facilitate the coverage by reporters of legislative activity.

#### **3. How do reporters get credentials?**

All media personnel seeking admission to the press galleries must submit a completed application and digital/electronic photo to the House Communications Office. All completed forms and pictures to the House Communications Office, 18 Capitol Square, Coverdell Office

Building, Ste. 609, Atlanta, GA 30334. Attention: Media Relations, House Communications Office.

**4. Where are press conferences held?**

Press Conferences are generally held in the South ante room of the House Chamber (this ante room is located between the Speaker's office and the House Chamber). The Speaker of the House holds a weekly press conference, upon the adjournment of House floor action on the last legislative day of each week, located in his private office in Room 332 of the State Capitol. The Majority Leader holds a press conference upon adjournment of House Floor action on the first legislative day of each week. Both the House and Senate Minority Leaders hold a joint press conference on Wednesday of each week.

**5. Where may reporters file their stories?**

Many news organizations have workspace in the Capitol Press Corp area of the Coverdell Office Building. The Capitol Press Corp has an internal committee that decides who is allowed workspace in the office building. There is a general work area provided by the press gallery in the House Chamber for those organizations who need space on a temporary basis, as long as that organization has media credentials for the Chamber.

Both the Capitol building and the Coverdell Office Building have now been equipped with wireless internet access, and this will make the filing of stories much more efficient for those who do not have workspace in the Capitol Press Corp offices.

**6. What basic services are provided by the House Communications Office media staff?**

Staff will provide bill texts and reports of pending legislation and disseminate press releases and calendars of business to accredited reporters. A Daily Report is prepared for Members of the House, the press corps, and House staff detailing the legislative action of the House on a daily basis.

**7. Who may hold press conferences in the House Chamber South Ante Room?**

Only Representatives and their invited guests can hold press conference in the South Anteroom of the House Chamber.

**8. Are cameras, recording equipment or any electronic device permitted in the press gallery overlooking the House Chamber?**

Only cameras are allowed on the House Floor while the House is in session. No tape recorders or any electronic devices (excluding cell phones, which must be set 'not to ring') are permitted in the House Chamber. Reporters wishing to record floor debate must tape from outside of the House Chamber through molt boxes provided in the press gallery.

**9. How do reporters call Representatives off the floor?**

Credentialed reporters may request Representatives to come from the floor to be interviewed. Should a member of the press not be able to speak directly to a Representative, the House Communications staff and interns will be available to notify the Representative of a request to come from the House floor to the ante room to be interviewed.

**10. Where is a good place to button-hole Representatives?**

Representatives are available for impromptu press conferences on the 3<sup>rd</sup> and 4<sup>th</sup> floors of the Capitol in the foyers. Credentialed press can stake-out this area during the votes.

**11. Can a reporter interview a Representative on the House Floor?**

No interviews are allowed on the House Floor while the House is in daily session. Interviews must be taken in the ante rooms or in the designated places in the Capitol hallways

**12. Does the House Communications Office issue temporary credentials, such as one-day, weekly or monthly passes?**

Yes. Temporary credentials are provided to bona fide daily reporters who cover the House on a limited basis. One day passes are available in the House. There is no fee for such credentials.

**13. Are news releases issued by Legislators made available to members of the press corps?**

Yes. A good rule of thumb is for members to distribute twenty (20) press releases to the press corp and/or in the press gallery. Those will be split between the Broadcast (Radio/Television) and Print Press galleries.

For additional questions please contact House Committee Services Office.